

SAAL-ZAC

June 5, 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Acquisition Corps Membership Policy Change

The purpose of this memorandum is to announce the decision by the Director of Acquisition Career Management (DACM) to expand Army Acquisition Corps (AAC) membership to select GS-13s or personnel demonstration project broadband equivalents. Details of the policy change and application instructions follow.

Although the Defense Acquisition Workforce Improvement Act allows AAC membership at the GS-13 level, the DACM has previously limited membership primarily to GS-14s and personnel demonstration project broadband IV occupants of Critical Acquisition Positions (CAPs). The decision to allow AAC membership at the GS-13 level includes only those Acquisition and Technology Workforce (A&TWF) GS-13s and broadband equivalent members who have obtained Corps Eligible (CE) status and who have accomplished level III certification in an acquisition career field (ACF). The purpose of this limitation is to encourage workforce members to become proficient in their career fields as their first priority. This is in keeping with our Acquisition Career Development Plan.

Eligible A&TWF members who wish to apply for AAC membership may do so by providing the following documents to the Acquisition Management Branch (AMB) at PERSCOM: (The AAC Membership Application and the Mobility Agreement may be found on the DACM homepage under the Policy/Procedures button; click on AAC Membership Requirements.)

- a. A completed AAC Membership Application.

b. A signed (by applicant only) copy of an updated ACRB that documents CE status, level III certification in an ACF, and that the applicant currently occupies an A&TWF position.

c. A signed Acquisition Corps Mobility Agreement. (Note: The term “mobility” includes functional and organizational moves as well as geographic. Due to fiscal constraints, geographic moves are the least desirable of the three.)

d. Documentation of conversion to GS-13 for those in a personnel demonstration broadband that includes the former grades below GS-13. (Include documentation, such as an SF 50, that the applicant held the grade of GS-13 going into the demonstration project or currently earns the equivalent salary of a GS-13 Step 4 or higher. Use the current year’s General Schedule Salary Table and do not include locality pay in the conversion.)

Submit applications to AMB at the following address:

Commander  
U.S. Total Army Personnel Command  
ATTN: TAPC-OPB-E  
200 Stovall Street, Room 7N35  
Alexandria, VA 22332-0411

Applicants who are accepted for membership will receive a Letter of Acceptance, a Certification of Admission, and an Acquisition Corps Certificate. Applicants who are not accepted will be notified in writing by AMB.

This policy change has no impact on the current procedure for obtaining AAC membership at the GS-14, personnel demonstration project broadband IV, and higher. Positions at these grades are critical acquisition positions and require AAC membership at the time of assignment to the position. The personnel community provides AMB with the required AAC membership documents and individuals are assessed into the AAC prior to final selection for the position. This process is documented in detail in the forthcoming Policy and Procedures for Selecting and Placing Civilians in A&TWF Positions.

By opening AAC membership to GS-13s, it allows a select group of workforce members to distinguish themselves by becoming a member of a professional corps that recognizes their career accomplishments and potential as future leaders in acquisition. Individuals with this distinction are afforded career-enhancing opportunities that prepare them for senior positions and recognize their dedication to professionalism. Please ensure members of your workforce are aware of this opportunity.

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FRANK C. DAVIS  
Colonel, USA  
Deputy Director  
Acquisition Career Management

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